



**Division of Corporations,
State Records and
Uniform Commercial Code**

New York State
Department of State
**DIVISION OF CORPORATIONS,
STATE RECORDS AND
UNIFORM COMMERCIAL CODE**
One Commerce Plaza
99 Washington Ave.
Albany, NY 12231-0001
<https://dos.ny.gov>

DOCUMENT AND CERTIFICATE COVER SHEET

Contact Information

Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Request for Filing of Document

Exact Name of Entity: _____

Document Type: _____
(i.e., Certificate of Incorporation, Articles of Organization, Certificate of Amendment, etc.):

Request for Copies or Certificates of Status (Check the appropriate box)

Exact Name of Entity: _____

- Certified Copies of all Documents on File (\$10 per document)
- Plain Copies of all Documents on File (\$5 per document)
- Certified Copy of _____ (\$10 per document)
(specify document)
- Plain Copy of _____ (\$5 per document)
(specify document)
- Certificate of Status - Long Form (\$25 per document)
- Certificate of Status - Short Form (\$25 per document)

Method of Delivery of Filing Receipt or Other Document

All documents will be returned to the email address listed above with the exception of certified and uncertified copies filed before July 1990.



CERTIFICATE OF SURRENDER OF AUTHORITY OF

(Insert Name of Foreign Corporation)

Under Section 1311 of the Not-for-Profit Corporation Law

FIRST: The name of the corporation as it appears on the index of names in the Department of State is: _____

The fictitious name the corporation has agreed to use in New York State, if applicable, is:

SECOND: The jurisdiction of incorporation is:

THIRD: The date the Application of Authority was filed with the Department of State is:

FOURTH: The corporation surrenders its authority to conduct activities in New York State.

FIFTH: The corporation revokes the authority of its registered agent, if any, previously designated.

SIXTH: The corporation consents that process against it in any action or special proceeding based upon any liability or obligation incurred by it within this state before the filing of the certificate of surrender of authority may be served on the Secretary of State after the filing thereof

(continued)

in the manner set forth in paragraph (b) of Section 306 (Service of process). The post office address to which the Secretary of State shall mail a copy of any process against it served upon the Secretary of State by personal delivery is:

_____.

The email address to which the Secretary of State shall email a notice of the fact that process against the corporation has been served electronically upon the Secretary of State is:

_____.

X _____
(Signature) *(Name of Signer)*

(Title of Signer)

CERTIFICATE OF SURRENDER OF AUTHORITY OF

(Insert Name of Foreign Corporation)

Under Section 1311 of the Not-for-Profit Corporation Law

Filer's Name _____

Address _____

City, State and Zip Code _____

NOTES:

1. The name of the corporation and the date the Application for Authority was filed must be exactly as they appear on the records of the Department of State. This information should be verified on the Department of State's website at <https://dos.ny.gov/>.
2. This certificate must be signed by an officer, director or duly authorized person.
3. Attach the consent of the New York State Tax Commission. To request consent, call the State Tax Commission at (518) 485-2639.
4. The fee for filing this certificate is **\$30**, made payable to the Department of State.

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